

February 2, 2012

PERSONNEL COMMITTEE MEETING MINUTES

At 6:03 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Barbara Reynolds, and Deborah Christen.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: Selectmen Admin, Laura Caron Gustus, Chief Admin. Assistant, Grade 13, Step 7, 31.07/hour, effective 7/1/12.^{DEC}
3. Personnel Change/Hiring Notifications: New Hire, Accountant's Dept., Nancy Forest, Principal Clerk, Grade 7, Step 1, 15.51/hour, effective 7/1/11. Reclassification, Fire Dept., Karen Weller, Admin. Sec'y/EMT 1to Public Safety Coordinator, Step 1, Grade 10, 20.09/hour, effective 2/1/12.
4. Review of Previous Meeting Minutes: Minutes of January 5, 2012 (Barbara 1st, Robert 2nd) meeting were approved.

Current Business:

1. Job Description Format Project: In progress, Barbara wrote to Town Manager concerning Fire Chief – has not heard a response yet. Chair will follow up with Town Manager and ask to speak directly with the Fire Chief. Chair will send Barbara and Town Manager electronically the Lancaster sample, shared office computer software – theme runs through the document.
2. Annual Town Meeting: After discussion, there won't be any articles at the ATM.
3. LPC Initiatives 2012: Passed over until March meeting.
4. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, and Next Meeting Agenda.

The next scheduled meeting will be on March 1, 2012 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, William 2nd) at 6:30 p.m.

Respectfully submitted,


Deborah Christen, Secretary

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CLERK OFFICE**